



**DEPARTMENT OF THE NAVY**

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 11103.1C

Code 0106

16 Nov 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 11103.1C

From: Commanding Officer

Subj: ADMINISTRATION AND INSPECTION OF BACHELOR ENLISTED  
QUARTERS (BEQ)

Ref: (a) CCO P11103.1B  
(b) NAVHOSP29PALMSINST 4730.1B

Encl: (1) Guidelines for Occupancy  
(2) Bachelor Enlisted Quarters Regulations  
(3) Guidelines for Field Day

1. Purpose. To provide policy and procedures for the administration and inspecting the Bachelor Enlisted Quarters in accordance with reference (a).

2. Cancellation. NAVHOSP29PALMSINST 11103.1B.

3. Scope. This instruction applies to Naval Hospital Twentynine Palms, staff and those persons whose BEQ assignment is administered by the Naval Hospital.

4. Action

a. Head, Operating Management Department shall:

(1) Be responsible for the administration and inspection of the BEQ.

(2) Appoint a BEQ Petty Officer.

b. BEQ Petty Officer shall:

(1) Ensure that personnel are billeted using the guidelines listed in enclosure (1).

(2) Provide newly reporting BEQ occupants with:

(a) Copy of enclosure (2)

(b) One room key

(c) Linen

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(3) Ensure BEQ occupants have access to sufficient cleaning gear.

(4) Schedule quarterly inspections by either the Commanding Officer, Executive Officer, Command Master Chief or Service Director.

(5) Assist monthly Zone/Material Inspector by recording deficiencies and comments.

(6) Conduct weekly inspections on the day following field day for cleanliness, safety, security, and maintenance.

(7) Exempt rooms from next inspection that receive a grade of "Outstanding".

(8) Conduct random unannounced walk-through inspections for safety, security and maintenance.

(9) Submit a report of all inspection results to the Head, Operating Management Department.

(10) Submit work requests to Facilities Department.

(11) Submit billeting reports as directed by reference (a).

(12) Ensure occupants checking out have:

(a) Removed all personal property.

(b) Returned Room Key.

(c) Returned issued linen.

(d) Cleaned room and removed trash.

c. Zone/Material Inspector shall conduct monthly inspections as directed in reference (b).

d. Officer of the Day (OOD) shall:

(1) Be responsible for re-inspection of rooms that failed initial inspection at 0800 on the day following the weekly inspection.

(2) Submit inspection results to Head, Operating Management Department.

(3) Provide one General Duty person to assist the OOD in recording results of re-inspections.

(4) Assign temporary billeting to personnel reporting aboard after normal working hours, on holidays and on weekends.

e. Weekly room inspection results:

(1) Personnel with the grades of two consecutive outstanding will be granted twenty-four (24) hours special liberty.

f. BEQ Occupants shall:

(1) Abide by the regulations contained within enclosure (2).

(2) Maintain assigned rooms in a clean and safe manner.

(3) Report all deficiencies requiring repair to the BEQ Petty Officer.

(4) Be held accountable for any damage to the room or the equipment within that was caused by malicious acts or negligence.

(5) Conduct weekly Field Day on Thursdays at 1700, holidays excluded, using enclosure (3) as guidance.



D. H. FREER  
Acting

Distribution:  
List A

GUIDELINES FOR OCCUPANCY

1. Billeting is authorized, in priority, for use by:
  - a. Personnel required to reside aboard the Combat Center for reasons of military necessity as determined by the Commanding Officer.
  - b. Permanent assigned military personnel not receiving Basic Allowance for Quarters (BAQ).
  - c. Geographical bachelors as space permits.
  - d. Military members ordered to the Combat Center and not authorized dependent travel.
2. Personnel E-5 and below will be billeted as follows:
  - (1) Paygrade E-4 and below will be billeted at the minimum standards of adequacy.
  - (2) Paygrade E-5 will be billeted adequately. If sufficient space is not available, E-5 may request from the Commanding General BAH own Right to reside off base. The Commanding Officer must endorse the E-5 request with a statement that adequate government quarters are not available.
2. Dependents will not be billeted in the BEQ.
3. Personnel will only share a room with member of the same sex.
4. When conditions permit, personnel will be billeted with personnel of the same rank and rate.

BACHELOR ENLISTED QUARTERS REGULATIONS

1. The regulations pertain to all personnel billeted in and visiting the Bachelor Enlisted Quarters (BEQ) administered by Naval Hospital Twentynine Palms.
2. Occupants shall:
  - a. Be knowledgeable of all BEQ regulations.
  - b. Ensure proper care of the quarters assigned to them.
  - c. Inform the BEQ Petty Officer of:
    - (1) Changes of rate/rank.
    - (2) Changes of marital status.
    - (3) Termination or initiation of BAQ "own right" or quarters allowance at the "with dependent" rate.
    - (4) Periods of absence from quarters for more than five days.
    - (5) Pending transfers, deployments or changes in duty station.
    - (6) Facility maintenance problems.
  - d. Turn off all electrical items while not in use.
  - e. Close and lock door and windows when leaving the room unoccupied.
  - f. Maintain the room in the highest state of cleanliness possible.
    - (1) Personal items will be stored when not in use.
    - (2) All locker containing personal items shall be locked.
    - (3) Beds will be neatly made.

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- g. Park only in areas designated for parking.
  - h. Report all fire and safety hazards and roach and rodent problems to BEQ management for actions.
  - i. Report all thefts in writing and any suspicious activity to the BEQ management.
  - j. Be accountable for field day unless on duty, authorized leave or special liberty.
3. Occupants shall not:
- a. Have pets in the BEQ.
  - b. Use or store in the BEQ:
    - (1) Weapons/Ammunition of any kind such as: firearms, pellet/BB guns, spear guns, bows and arrows, hatchets, axes, knives with blades longer than three inches, throwing stars, martial arts equipment, stun guns, pepper spray, etc.
    - (2) Explosives, such as firecrackers, fireworks, gunpowder, etc.
    - (3) Hobbies or hobby supplies that are flammable or combustible.
    - (4) Containers of solvents, oil, gas or vehicle parts.
    - (5) Any controlled substances other than as prescribed by competent medical authority.
  - c. Remove furniture from the lounge and place in a resident's room without prior approval from the BEQ Petty Officer.
  - d. Remove garrison property.
  - e. Duplicate government issued keys.

f. Hang posters or other displays that bring discredit upon the Navy.

g. Generate noise or loud music, which can be clearly heard in adjacent rooms.

h. Park motorcycles, mopeds, bicycles or other motorized vehicles on sidewalks, stairwells, alcoves, passageways or in rooms that blocks fire exits.

i. Perform motor vehicle maintenance/repair in rooms or parking areas.

j. Wash motor vehicles at or near BEQ.

k. Have dart boards in BEQ.

l. Climb up on the roof or place any item on the roof.

m. Leave garbage in passageways, laundry rooms or lounge areas.

n. Dress or undress in view of open windows.

#### 4. Alcoholic beverages:

a. Occupants under the age of 21 years old are not permitted to possess or use alcoholic beverages. Alcoholic beverages include all distilled spirits, wine, beer and ale except those prescribed for medical purposes. Terms to define alcoholic beverages are as follows:

(1) DISTILLED SPIRITS AND FORTIFIED WINES - All types of liquor and wine containing more than 17 percent alcohol by volume.

(2) UNFORTIFIED WINES - All types of wines that have alcoholic content of not more than 17 percent volume.

(3) MALT BEVERAGES - All types of beer, lager, malt liquor and ale containing more than one half to one percent and not more than six percent alcohol by volume.

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b. E-3 and below, 21 years old and over, may have in their possession a maximum of (one six pack) of malt beverages or (one, one liter bottle) of unfortified wine. E-5 and E-4(s) may have a maximum of (two six packs) of malt beverages or (two, one liter bottles) of unfortified wines in their possession. E-6 and above have no restrictions. Personnel over 21 years of age are not allowed to provide or purchase alcoholic beverages to anyone under the age of 21. No alcoholic beverages will be consumed in BEQ rooms when a person under the age of 21 is present in the same room. Consumption of alcohol is not permitted on ladder wells, walkways or in laundry rooms.

5. Coffee Makers are authorized only when connected directly into a wall socket. Extension cords are not authorized for these devices. No other cooking devices are authorized.

6. Refrigerators are authorized if properly sealed when closed, kept clean and plugged into a wall socket. Food will be kept in refrigerators or in tightly sealed containers such as cookie tins or plastic containers.

7. Residents can wear comfortable attire while in quarters or common use areas. Bare feet, revealing bathing suits or tank tops, mutilated clothing, bare torsos, and soiled or sweaty athletic attire are not allowed in common areas and lounges.

8. Personnel using barbecue grills must clean them after each use, dispose of trash properly, and extinguish the charcoal completely before leaving the area.

9. Residents with other than normal working hours will not be disturbed unless suspected of violating BEQ or other regulations. Working hours must be provided to the BEQ manager from the member's LPO. Day sleepers sign must be posted to avoid being disturbed. Personnel who are sick in quarters (SIQ) must post their SIQ chit to avoid being disturbed.



10. Guest are permitted in BEQ, provided they do not interfere with good order and discipline or inconvenience other assigned residents.

(a) Visits are permitted between the hours of 0800-2200 hours, Monday through Thursday and Sunday, and 0800-2400 hours Friday and Saturday. Objection of any assigned resident of the BEQ room to such visits takes precedence; accordingly, the guest must leave.

(b) Host shall always accompany his/her guest who will never be left alone in a BEQ room, building on the premises.

(c) Host is responsible for the behavior of his/her guest and must provide compensation for any damages to government property caused by his/her guest. Overnight guests are not authorized.

GUIDELINES FOR FIELD DAY

1. Field Day will normally commence at 1700 every Thursday. When a holiday is on Thursday, Field Day will be conducted on the preceding Wednesday.
2. Showers, decks, doors, knobs, facets and bulkheads shall:
  - a. Be clean and free of soap scum and mildew.
  - b. Have all metal polished.
3. Commodes shall:
  - a. Be clean and free of stains.
  - b. Have all metal polished.
4. Sinks shall:
  - a. Be clean and free of soap scum.
  - b. Have all metal polished.
5. Decks
  - s. Tiled decks shall:
    - (1) Be swept and swabbed.
    - (2) Free from wax build up.
  - b. Carpeted decks shall be vacuumed.
6. Bulkheads shall be clean and free of marks.
7. Windows and mirrors shall be clean and free of streaks.
8. Dusting. Furniture, ledges, vents and lights shall be free of dust build up.
9. Personal gear. Gear not in use will be stored.
10. Appearance. The room shall present a neat and orderly appearance at all times.